

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND INSPECTION
CHECKLIST 10-21**

1 DECEMBER 1998

Operations

UNIT INTELLIGENCE SUPPORT

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This Checklist reflects Command requirements for intelligence offices, to include unit Additional Duty Intelligence Officers, to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This Checklist has been revised to include additional value-added critical items addressing mission accomplishment, to update references, and to add Geospatial Information and Services (GI&S), Production Requirements (PR) and Requests for Information (RFI) responsibilities.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable Operational Readiness Inspections and Compliance Assessments. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area, as needed, to ensure an effective and thorough review of the unit intelligence support program.

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Director of Operations

Attachment 1

UNIT INTELLIGENCE SUPPORT

Table A1.1. Checklist.

SECTION 1: INTELLIGENCE OPERATIONS			
MISSION STATEMENT: To provide intelligence to the commander and staff. Intelligence personnel will ensure commanders, their staffs, and other customers are provided the best available information and materials to enhance readiness, facilitate planning, and execute assigned missions. <i>Note:</i> All references are from AFI 14-105, unless otherwise stated.			
1.1. CRITICAL ITEMS (NAF/WING/UNIT):	YES	NO	N/A
1.1.1. Is all incoming intelligence reflecting threat situations and political and military events of potentially hostile nations or forces reviewed and analyzed for impact and relevancy to the unit mission? (Paras 1.2.2.7 and 1.2.3.1)			
1.1.2. Do intelligence staff personnel look for appropriate intelligence information to satisfy the unit's Priority Intelligence Requirements (PIRs) (Paras 1.2.2.7 and 1.2.3.1)			
1.1.3. Are intelligence staff resources effectively optimized to ensure sound decisions on what, when and how to further disseminate intelligence? (Paras 1.2.2.3 and 1.2.2.7)			
1.1.4. Are all intelligence information sources, i.e., change-over briefings, Intelligence Summaries and updates, Orders of Battle, available national-level intelligence systems (Combat Intelligence System or Global Command and Control System), databases (INTELINK-S or INTELINK), and/or unit intelligence library reference materials effectively used to substantiate intelligence threats and to add selected information on posture and activities of hostile nations or forces? (Paras 1.2.2.7, 1.2.3.1 and 4.5)			
1.1.5. Do intelligence personnel effectively interact and coordinate information with local Security Police, Office of Special Investigations, or Force Protection personnel, as necessary? (Para 1.2.2.18)			
1.1.6. Are Requests for Information (RFIs) submitted to higher headquarters when all local resources have been exhausted or additional clarifying information is required? (Paras 1.2.2.7, 1.2.3.2 and 4.2.1)			
1.1.7. Is relevant intelligence on current threat situations and enemy capabilities briefed to commander and staff and/or battlestaff, as required, for situational awareness? (Paras 1.2.2.7, 1.2.3.1 and 4.2.1)			
1.1.8. Is the reaction and response time of intelligence staff to intelligence information timely enough to enable the unit commander to make critical decisions affecting unit wartime/contingency taskings? (Paras 1.2.2.7 and 1.2.3.1)			

1.1.9. Is information quickly disseminated to subordinate units and tenant or transient organizations, as appropriate, using Intelligence Summaries (INTSUMs) or other communication methods? (Paras 1.2.2.7.2 and 3.3)			
1.1.10. Are proper security control, protection and handling measures and procedures practiced when disseminating intelligence at any level? (Paras 2.9.1 and 2.9.2; AFD 14-3, para 1 and 1.2)			
1.2. NON-CRITICAL ITEMS (NAF/WING):	YES	NO	N/A
1.2.1. Have internal (unit personnel with intelligence AFSCs) and external (unit operations) intelligence training programs been established and are they evaluated on an ongoing basis? (Paras 2.1 and 2.2)			
1.2.2. Has unit solicited and consolidated formal/special training requirements for full-time staffs and for additional duty intelligence personnel assigned to operational squadrons? (Paras 1.2.2.11 and 2.4.2)			
1.2.3. Have intelligence and other applicable annexes to unit plans been reviewed annually to determine specific intelligence functions, roles, and capabilities? (Para 1.2.2.8)			
1.2.4. Are intelligence annexes written to ensure intelligence support and information requirements (Priority Intelligence Requirements-PIRs) are identified in unit plans? (Para 1.2.2.9)			
1.2.5. Is intelligence support and related activities provided for transient units, as required? (Para 3.3.1)			
1.2.6. Has unit developed written guidance (OIs, checklists, etc) to standardize intelligence procedures and processes and to implement Air Force and HQ AFSPC policy directives, instructions or other directives as required? (Paras 1.2.2.20 and 2.7.2.1)			
1.2.7. Are intelligence Global Information and Services (GI&S) requirements (cartographic and geodetics products and services) identified, ordered and sufficient stocks maintained for training, readiness, deployment and employment operations? Does unit effectively use DODAC account JMXXXX? (Paras 2.8.1.5 and 3.4)			
1.2.8. Do NAF and Wing intelligence personnel effectively monitor intelligence activities and identify requirements and concerns at subordinate operational units by establishing an active staff assistance visitation program? (Paras 1.2.2.14 and 2.8.1.2)			
1.2.9. Are intelligence personnel making effective use of available automated intelligence systems in order to accomplish mission tasking? (Para 4.5)			

1.3. NON-CRITICAL ITEMS (NAF/WING/UNIT):	YES	NO	N/A
1.3.1. Has unit developed continuity books and/or other programs to sustain and introduce individuals to key intelligence positions and functions, including the Additional Duty Intelligence Officer position? (Paras 2.7.2.2 and 2.7.3.1)			
1.3.2. Are Additional Duty Intelligence Officers (ADIOs) enrolled in the AFSPC Training and Certification Program or have ADIOs completed training? (Paras 1.2.3.3, 1.2.3.4 and 2.1.3.1 and AFD 14-1, Para 2.3)			
1.3.3. Does unit appropriately manage their Production Requirement (PR) and Request for Information (RFI) Programs IAW established MAJCOM guidance? Do intelligence personnel use proper processes and procedures for submitting RFIs and Intelligence Dissemination Requests? (Para 1.2.2.16)			
1.3.4. Have all internal resources to accomplish intelligence support functions been exhausted before forwarding requirements, for example, RFIs, to higher headquarters or outside agencies? (Para 1.2.2.17)			
1.3.5. Does unit actively solicit feedback from customers (commanders, staff, crews) on how to improve the intelligence support processes? (Paras 1.2.2.13 and 1.2.2.14)			
1.3.6. Does the unit develop intelligence inputs to unit scenarios for exercise planning that reflect unit mission taskings? (Paras 1.2.3.1 and 2.11.1)			
1.3.7. Have intelligence product requirements been identified, including those for geographically separated squadrons? Are these coordinated and submitted through appropriate validation channels to the AFSPC Command Dissemination Manager (HQ AFSPC/DOIU)? (Paras 1.2.3.2, 2.8.1.2, 2.8.1.3, 2.8.2.1 and 2.8.2.2)			
1.3.8. Are intelligence documents and reference materials maintained in a reading library accessible to appropriately cleared personnel? (Paras 2.8.1.4 and 2.8.2.3)			
1.3.9. Is all classified and unclassified military information reviewed and approved by a properly designated disclosure authority before release to foreign nationals? Does unit contact next higher Headquarters, MAJCOM Foreign Disclosure Office (AFSPC/XPIF) and/or AFSPC Requirements and Support Branch (AFSPC/DOIU) for assistance on disclosure of military information to foreign nationals serving on unit crew positions? (Para 2.9)			

SECTION 2: INTELLIGENCE OVERSIGHT (LEGALITY)			
MISSION STATEMENT: Prevent unauthorized collection, retention, or dissemination of information on US citizens.			
2.1. CRITICAL ITEMS (NAF/WING/UNIT):	YES	NO	N/A
2.1.1. Are intelligence activities performed to avoid infringing on the rights of US citizens? Review unit intelligence processes, plans, and capabilities for compliance with oversight restrictions and procedures. (AFPD14-1, para 1.3; AFI14-105, para 2.5)			
2.1.2. Are intelligence products free of information restricted by Intelligence Oversight? Review all products, including unit data bases, for evidence of prohibited data. (AFPD14-1, para 1.3; AFI14-105, para 2.5)			
2.2. NON-CRITICAL ITEMS (NAF/WING/UNIT):	YES	NO	N/A
2.2.1. Do intelligence personnel, including those performing additional duty intelligence functions, follow prescribed Intelligence Oversight training and awareness procedures? (AF14-104AFSPC1)			
2.2.2. Do personnel know to whom the Air Force Intelligence Oversight program applies? (AFI14-104, para 3)			
2.2.3. Do personnel understand that “US person” pertain to associations, corporations and resident aliens, as well as US citizens? (DoD5240.1-R, Appendix A)			
2.2.4. Do personnel know they are required to report “questionable activities” conducted by intelligence components that constitute possible violations of law, directive or policy? (DoD5240.1-R, procedure 15)			